

**City of Troutdale, Oregon  
REQUEST FOR STATEMENTS OF QUALIFICATIONS  
Environmental Consulting Services  
Under the City's Cooperative Agreement  
With the U.S. Environmental Protection Agency  
For  
BROWNFIELDS ASSESSMENT OF RIVERFRONT REDEVELOPMENT SITE**

**Due: May 10, 2013 2:00 PM**

The City of Troutdale is seeking statements of qualifications from qualified professional environmental consultants to oversee assessment and remediation services for the Riverfront Redevelopment Site EPA Brownfield Grant Project located on approximately 20 acres of land lying south of I-84, north of the Union Pacific Railroad tracks, east of the Columbia Gorge Premium Outlet Mall, and west of the Sandy River in Troutdale, Oregon.

**INTRODUCTION**

The City of Troutdale is soliciting Statements of Qualifications (SOQs) from environmental consulting/law firms with experience in environmental site investigation, remediation and redevelopment of contaminated sites. The City received a U.S. EPA Brownfields Assessment 2012 Grant in an amount of \$200,000 (Grant #00J68301). The City will contract with a firm to implement the scope of work outlined in the City's approved U.S. EPA Work Plan and Cooperative Agreement with the U.S. EPA. Firms interested in being considered should reply with a statement of qualifications no later than 2:00 PM, May 10, 2013. Statements received after this deadline will not be considered.

The City does not intend to do an RFP following this request for Statements of Qualifications. Responding firms will be evaluated and ranked in order of their qualifications. Following this internal evaluation, the City of Troutdale will enter into contract negotiations with the firm most highly qualified to perform the services described herein. The City reserves the right to reject any and all submittals.

**Professional Service Title:** Project Director

**Professional Service Description:** The Project Director (PD) will be responsible for managing the performance of work under the EPA grant and supporting the City of Troutdale to ensure all tasks are performed in compliance with the Cooperative Agreement (CA) between EPA and City of Troutdale and all reporting is completed and delivered to DEQ and EPA in a timely manner. The PD will also: 1) perform regulatory analysis and support for developing the risk assessment scope of work in the context of applicable laws and regulations for the human health and ecological risks; 2) interpret and report the results to the City Council and the Urban Renewal Agency; 3) conduct a

renewable energy analysis; 4) conduct cleanup planning including working with DEQ Voluntary Cleanup Program staff to address requirements for a No Further Action (NFA) determination; 5) maintain and manage communication with EPA and DEQ; 6) be the lead contact for the project reporting to the Troutdale Community Development Director and City Manager; and, 7) assist in coordination of contractors to ensure the timely performance of all required tasks as agreed with EPA.

## **SCOPE OF SERVICES**

The Scope of Services is listed in the Brownfields Assessment Cooperative Agreement Work Plan that is established in the Cooperative Agreement between the City of Troutdale and U.S. EPA Region 10. The Work Plan describes target goals and hypothetical pricing. The Work Plan can be accessed at [http://www.ci.troutdale.or.us/uragency/documents/brownfiel/RGWP\\_RFQ.pdf](http://www.ci.troutdale.or.us/uragency/documents/brownfiel/RGWP_RFQ.pdf). This information is provided as a guideline for your firm to use as a basis for your response to this SOQ.

**Project Tasks and Budgeted Hours:** The following are tasks to be performed and the estimated hours to be spent for each task.

### **A. Project Management**

Task Description: Assist the City in overseeing and performing the day-to-day tasks of the grant, managing and overseeing the performance of the contracted Environmental Professional (EP) for this grant project and insuring timely and complete deliverables from the EP consistent with the CA, reviewing draft documents prepared by EP and City, assisting in preparing public involvement materials and conducting public meetings, and helping to draft and finalize all project reporting.

Budget: An estimated 47 hours of project director time is allocated to this task.

### **B. Site Characterization – Assessment of Nature and Extent of Contamination**

Task Description: Oversee and review three sampling and analysis plans from the EP for three distinct areas of the site and phases of the work, including 1) the buried animal carcass area; 2) sitewide groundwater investigation; and 3) riparian/open space area.

Budget: An estimated 40 hours of project director time is allocated to this task.

### **C. Endangered Species Act and National Historic Preservation Act Requirements**

Task Description: Working with the EP, provide information to EPA concerning the location of any threatened or endangered species under the Endangered Species Act (ESA) and whether such species and its habitat could be adversely affected by the project. Identify whether the site is considered to be of concern by the State Historic Preservation Officer. Identify any tribes who may believe the site or project could

disturb cultural resources and whether the project could have adverse effects on those cultural resources.

Budget: An estimated six hours of project director time is allocated to this task.

D. Quality Assurance Project Plan (QAPP), Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP)

Task Description: Oversee and review the site specific Quality Assurance Project Plan (QAPP), Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP) prepared by the EP. Revise QAPP, SAP and HASP as needed.

Budget: An estimated 12 hours of project director time is allocated to this task.

E. Human Health and Ecological Risk Assessment

Task Description: Oversee and review the EP's work to identify and evaluate human and ecological receptors, along with potential pathways for the Contaminants of Concern (COC) to reach the receptors. Review documentation to support risk-based closure.

Budget: An estimated 30 hours of project director time is allocated to this task.

F. Analysis of Brownfields Cleanup Alternatives

Task Description: Working with the EP, prepare Analysis of Brownfields Cleanup alternatives or the equivalent State-required documents. Revise as needed.

Budget: An estimated 16 hours of project director time is allocated to this task.

G. Prepare Conceptual Site Plans

Task Description: Together with the City and/or other project contractors, prepare an updated conceptual site plan, interim detailed land use plan; update these as needed.

Budget: An estimated 27 hours of project director time is allocated to this task.

H. Prepare Feasibility Plans

Task Description: With the City and/or other project contractors, prepare a sitewide development feasibility plan integrating environmental data and redevelopment options.

Budget: An estimated 22 hours of project director time is allocated to this task.

I. Analyze Potential for Renewable Energy Applications

Task Description: Evaluate potential for energy efficiency and renewable energy generation and integrate into site planning process.

Budget: An estimated 90 hours of project director time is allocated to this task.

## **REQUIRED MINIMUM QUALIFICATIONS**

To be eligible for the Project Director job, the contractor must meet the following minimum qualifications:

- Has administered an EPA Brownfield Assessment Grant in EPA Region 10 on behalf of a local government;
- Has at least five years of experience as an environmental attorney or environmental professional with a thorough understanding of federal, state and local laws and regulations;
- Has a current working relationships with both EPA Region 10 OSWER staff and Oregon DEQ Voluntary Cleanup Program staff;
- Has experience contracting for and implementing environmental assessments; and,
- Has knowledge and experience in the preparation of SAPs/QAPPs and ABCAs.

The City will only consider those individuals or firms who have documented prior work experience providing environmental consulting services similar to those required to complete the scope of work as outlined above. **To be evaluated for consideration under this SOQ the required Minimum Qualifications are mandatory and must be clearly described in the body of the submittal.**

The selected environmental consultant will be knowledgeable and proficient in conducting Hazardous Substances Assessments as well as completing the specified brownfield remediation activities. The selected firms will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

## **EVALUATION CRITERIA**

The consultant will be evaluated and ranked based on proven expertise, experience and technical merit. Added consideration will be given to those applicants who have successfully completed similar projects. After a consultant is chosen, they will be asked to develop a work plan, budget and schedule for the project. If an acceptable work plan, budget, schedule, and contract cannot be developed, the selection panel will meet and select another consultant from the original SOQ submittals and restart negotiations.

<b>Criteria Description</b>		
1	Specialized experience in the type of work to be performed. Project understanding and approach.	20 Points
2	Capacity and capability to perform the work, including any specialized services within the time limitations for the work.	20 Points
3	Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable. Include contact information for referenced projects.	20 Points
4	Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable.	20 Points
5	Demonstrated ability to conduct community outreach activities related to the work to be performed.	10 Points
6	Experience providing environmental services as part of U.S. EPA Brownfield Assessment, Revolving Loan Fund, and/or Cleanup Grant.	10 Points
	<b>TOTAL</b>	100 Points

### **QUALIFICATION STATEMENT REQUIREMENTS**

The consultant is to provide adequate information that will render it qualified and capable of effectively accomplishing the project. The qualification statements shall address all items outlined in this request, and shall not exceed twelve (12) printed pages, excluding the front and back covers, appendices, attachments, etc. Each proposal page is limited to 8.5 x 11 inches of single-spaced with 1-inch margins. Proposal pages may be double-sided, but not exceed the printed page limitation.

Please structure the SOQ in the order of the evaluation criteria to expedite the review process.

Applicants are also encouraged to include a cover letter.

### **DELIVERY OF QUALIFICATION STATEMENTS**

Deliver three (3) hard copies of the qualification statement to:

**Craig Ward, City Manager**  
**City of Troutdale**  
**219 E. Historic Columbia River Highway**  
**Troutdale, OR 97068**

**RE: Riverfront Redevelopment Site EPA Brownfield Grant Project**  
**SOQ for Environmental Consulting Services**

Any qualification statements received after **2:00 PM May 10, 2013** will not be considered.

Electronic submittals will not be accepted.

**Start Date:** Work on this project is expected to begin on or around July 1, 2013. The environmental professional must be available to commence work at that time.

The City reserves the right to cancel this request in whole or in part at any time, or otherwise reject any and all submissions for reasons deemed by the City that such an action would be in the City's best interest.

Address questions, comments, or concerns regarding the project directly to Craig Ward, City Manager at 503- 674-7233.